

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Accounting Technician	<b>Job Family:</b> 2
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 15

**Definition:** To facilitate the accurate processing of the City's payroll, accounts payable or revenue systems, ensure that correct data is transferred to the accounting system and assist other department personnel in basic general accounting matters.

**Distinguishing Characteristics:** This is the advanced journey-level class in the Account Clerk series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including responsibility for the full range of accounting clerical duties related to payroll, business licenses, accounts payable and accounts receivable. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Receives direction from higher-level professional and management staff.

Exercises technical and functional supervision over lower-level accounting clerical positions and may act as a lead over a designated work unit such as payroll, accounts payable and revenue.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Perform the most complex of technical and clerical accounting duties of assigned function; to prepare, maintain and process accounting records and financial transactions including accounts payable, accounts receivable and payroll functions.
2. May act as lead over others in support of division activities.
3. Maintain the necessary accounting records to support processed transactions related to area of assignment; prepare cash deposits as necessary.
4. Perform reconciliation of records of assigned function; verify accounting entries in order to determine the accuracy of each account or record; prepare and maintain subsidiary ledgers.
5. Process, code, enter and verify numerical or financial data related to area of assignment; distribute data to appropriate department upon completion of assigned process.

**Position Title:** Accounting Technician

Page 2

6. Prepare technical reports and documentation related to area of assignment; compile and prepare reports based on State and Federal requirements; provide technical support to assigned supervisory personnel; research and compile technical information related to area of assignment.
7. Respond to questions and concerns from operating departments and the public regarding area of assignment; correct errors in documents as necessary; explain processes and systems to City employees, the public and vendors.
8. Provide technical support as required and substantial oversight of computerized applications such as payroll, accounts payable or utility billing.
9. Compile financial and statistical information.
10. Perform general bookkeeping and accounting for special projects.
11. Monitor progress payments on contracts and assure all payments are consistent with terms of contract; assure contracts are prepared according to City policy.
12. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Pertinent rules, laws and policy regarding accounting methods; methods, practices and terminology used in accounting clerical work; basic English and arithmetic; modern office procedures, methods and computer equipment.

Ability to: Post, check, balance and reconcile accounts; make mathematical computations rapidly and accurately; assist Accountants in more complex accounting projects; compile complex data and records for accounting reports or as requested by departments; provide information on departmental procedures to others; act as lead in a section of the department; operate automated office equipment and use a computer-based accounting system; use a calculator, adding machine and other office machines; ability to communicate clearly both orally and in writing.

**Position Title:** Accounting Technician

Page 3

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible accounting clerical experience. Equivalent to an associate of arts degree in accounting or a related field. Additional experience may be substituted for some of the required education on a year-to-year basis.

Established January 1994

Revised

CLASS SPECS

CS173-F^